Welcome to
the Fort Carson
Civilian Personnel Advisory Center (CPAC)
New Employee Orientation
Congratulations on your NEW JOB

Overview of Agenda

- **CPAC (Benefits Overview)**
- **Fire Department**
- **Safety**
- **Inspector General Office (IG)**
- **Privacy Act information (PII)**
- **Equal Employment Opportunity (EEO)**
- **Employee Assistance Program (EAP/Suicide Prevention)**
- **Labor**
- **(AFGE) Union**
- **CPAC (HR Elements)**

OATH OF OFFICE

I, _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

In Processing/Orientation

- **We will cover basic benefits for employees.**

  (It is not intended to be a detailed tutorial.)

- **Some websites wi uire a CAC**

  (Common Access C

Common Access Card (CAC)

- **Create an AKO Account**

  (Contact your Information Management Officer)
- **CAC Bldg # 1039**

  (Allow 5-7 days for personnel action to process)
- **Call: 524-3704 or 526-4252**

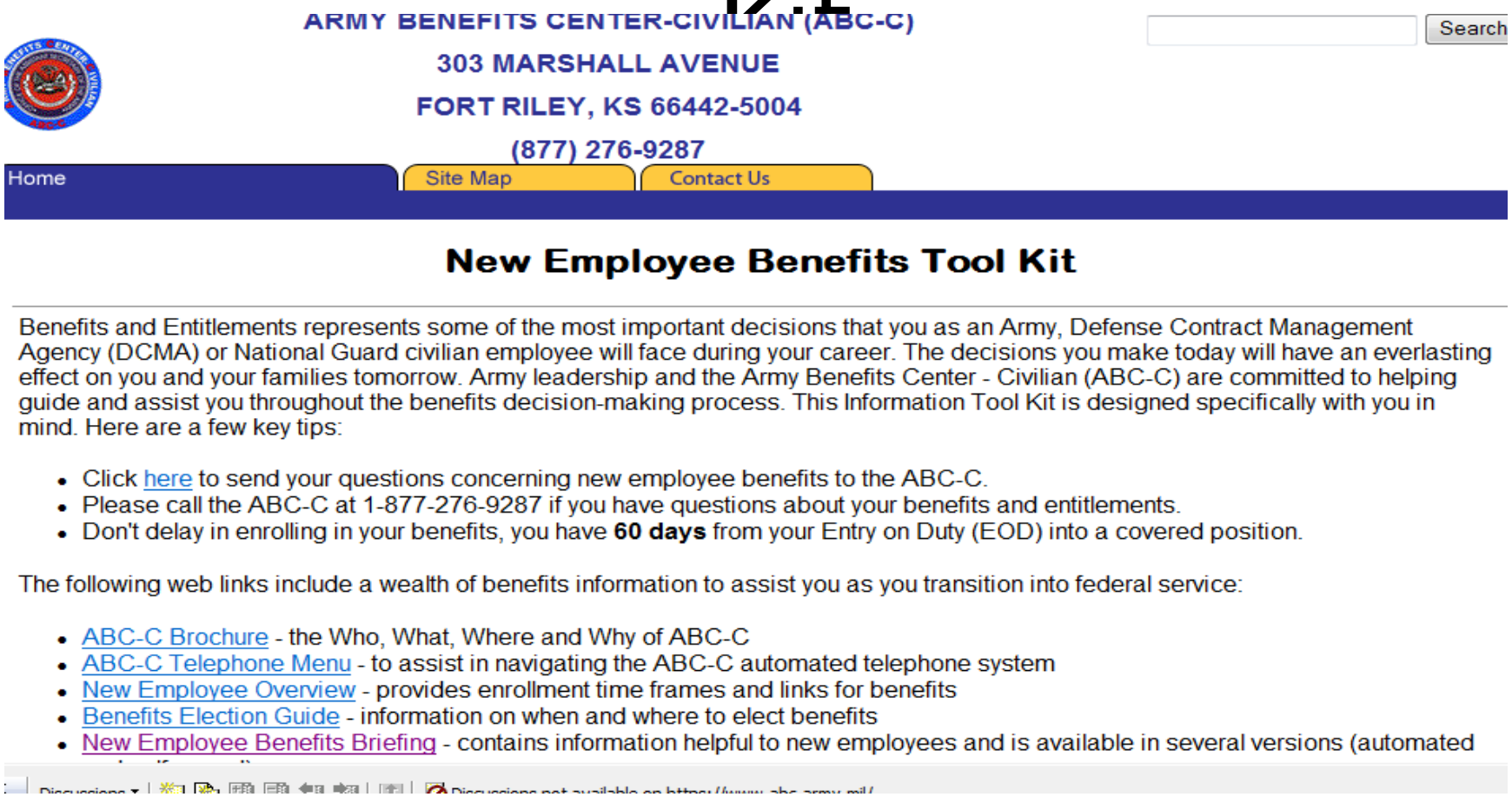
  Ask: “Am I in the DEER’s system as a Fort Carson Civilian Employee?”

DECALS

Decals on privately-owned vehicles to enter the installation
are NOT required!

To enter the post, you will need to show your CAC or driver's license

ABC Employee Benefits Tool Kit



ARMY BENEFITS CENTER-CIVILIAN (ABC-C)
303 MARSHALL AVENUE
FORT RILEY, KS 66442-5004
(877) 276-9287

Search

Home | Site Map | Contact Us

New Employee Benefits Tool Kit

Benefits and Entitlements represents some of the most important decisions that you as an Army, Defense Contract Management Agency (DCMA) or National Guard civilian employee will face during your career. The decisions you make today will have an everlasting effect on you and your families tomorrow. Army leadership and the Army Benefits Center - Civilian (ABC-C) are committed to helping guide and assist you throughout the benefits decision-making process. This Information Tool Kit is designed specifically with you in mind. Here are a few key tips:

- Click here to send your questions concerning new employee benefits to the ABC-C.
- Please call the ABC-C at 1-877-276-9287 if you have questions about your benefits and entitlements.
- Don't delay in enrolling in your benefits, you have **60 days** from your Entry on Duty (EOD) into a covered position.

The following web links include a wealth of benefits information to assist you as you transition into federal service:

- ABC-C Brochure - the Who, What, Where and Why of ABC-C
- ABC-C Telephone Menu - to assist in navigating the ABC-C automated telephone system
- New Employee Overview - provides enrollment time frames and links for benefits
- Benefits Election Guide - information on when and where to elect benefits
- New Employee Benefits Briefing - contains information helpful to new employees and is available in several versions (automated

https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm

Federal Employees Group Life Insurance (FEGLI)

- **Basic insurance cost is shared between you and the Government. You pay 2/3 of the total cost and the Government pays 1/3.**
- **Your age does not affect the cost of Basic insurance.**
- **The Basic Insurance Amount (BIA) is based on your actual current pay. To determine your BIA:**
  - **Take your annual rate of basic pay -- round up to the next higher thousand, then add $2,000.**

Federal Employees Group Life Insurance (FEGLI)

- **Option A: An additional $10,000 in life insurance**
- **Option B: Increase from 1-5 times your annual salary**
- **Option C: Family, coverage for your spouse/children**

Federal Employees Group Life Insurance (FEGLI)

- **There are no regularly scheduled FEGLI Open Seasons to elect or increase your coverage. Open Seasons are held only when specifically scheduled by the Office of Personnel Management (OPM).**

- **Opt any additional insurance (Option A, B and/or C) you wish to carry within 60 days your appointment to Federal Service.**

Federal Employees Health Benefits (FEHB)

- **Coverage is NOT automatic**
- **Enrollment www.abc.army.mil**
- **Research the plans at www.opm.gov**
- **60 days to enroll from the date of appointment**
- **Effective the 1st day of the following pay period after enrollment**
- **Open Season (Nov -Dec) / Life**

Dental and Vision Benefits (FEDVIP)

- **Enrollment : www.benefeds.com**
- **60 days from date of hire to enroll in FEDVIP**
- **Must be FEHB eligible**
- **Effective the 1st day of the following pay period after enrollment**
- **Premiums are pre-tax basis**
- **Transfer from another agency: BENEFEDS Customer Service at 1-877-888-FEDS (1-877-888-3337), TTY 1-877-889-5680.**

Long Term Care Insurance (LTCI)

- **Enrollment: www.ltcfeds.com**
- **60 days from date of hire - abbreviated underwriting application is used.**
- **If you apply after the first 60 days, you must use the full underwriting application.**

To make election or for further information call: 877-LTCFEDS

Flexible Spending Account (FSA)

- **Enrollment: https://www.fsafeds.com**
- **60 days from start date or by October 1 (whichever comes first)**
- **Pre-tax dollars to pay for certain health care expenses not paid by FEHB or other insurance**
- **Try to be accurate on amounts**

My e-OPF
(Electronic Official Personnel Folder)

ws the employee to have an electronic personnel folde instead of a paper file.

vides secure access to OPF forms and informat (MUST LOG ON USING A GOV'T COMPUTER)

minates loss of an employee's official personne

uces costs associated with storage, maintenan

retrieval of records

udes an optional Emergency Data Page

Federal Employees Retirement System Further Revised Annuity Employee (FERS-FRAE)

The change became effective on January 1, 2014

- **Employees hired by the federal government on or after January 1, 2014 will pay a bit more for retirement benefits.**

- **Whether you are included or exclude**

Thrift Savings Plan (TSP)

TSP is a retirement savings and investment plan

- **Provides a retirement income**
- **Offers the same type of savings and tax benefits that many private corporations offer their employees under "401(k)" plans**
- **1% Agency Contribution – Automatic**
- **Matching: Dollar to Dollar up to 3%, 50% on the next 2%**
- **Maximum IRS limit is $**
- **ROTH Plan is an option**
- **TSP Loan**
- **TSP Transfer roll over from an IRA, or**

ABC-C Automated Systems

Employee Benefits Information System (EBIS)

- **Secured Web based application**

  https://www.abc.army.mil
- **Available 24 hours a day**
- **Create and process electronic benefit elections**
- **Requires use of AKO username and password or Common Access Card (CAC) authentication**
- **Requires use of SSN and PIN**
- **Allows you to print pending benefits transactions**

ABC-C Web Site - Windows Internet Explorer
https://www.abc.army.mil/
Live Search
File Edit View Favorites Tools Help
ABC-C Web Site
Page Tools

ARMY BENEFITS CENTER-CIVILIAN

The ABC-C

Search

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Benefit Topics

- Court Ordered Benefits
- Forms
- Health Insurance
- Life Insurance
- Open Seasons
- Retirement
- TSP
- Uniformed Services

What's Hot!

- I want to retire!
- Help, I am a new employee!
- How do I make a deposit/redeposit?
- How do I change my beneficiary?
- Leave Without Pay (LWOP)

Announcements

- The ABC-C will close at 1245 CT on Thursday, 19 March 2009. Benefits counselors will not be available during this time. Normal business operations will resume on Friday, 20 March 2009 at 0600 CT.
- The Thrift Savings Plan (TSP) amounts for 2009 have been published. The maximum contribution amount for regular TSP is $16,500; and $5,500 for TSP Catch-Up. Click here for the charts to assist you in planning your regular and Catch-Up TSP contributions to reach the maximum for 2009.
- The ABC-C has a new mailing address: **Army Benefits Center - Civilian, 303 Marshall Avenue, Fort Riley, KS 66442-5004**

Newsletters

- ABC-C Newsletter - December 08
- Archived Newsletters

HR Professionals

- CPAC/HR Representative Information
- Death Reporting

If you are accessing the Employee Benefits Information System (EBIS) website through the Army network, you will need your SSN and 6-digit ABC-C PIN. If you are accessing the EBIS website via the ABC-C homepage, you will first need to authenticate with your Army Knowledge On-Line (AKO) userid and password and then will need your SSN and

How Do I Access the ABC-C?

Employee Benefits Information System (EBIS)

IVRS Automated Telephone System

IVRS Menu Chart

Useful Links

- Army Knowledge Online (AKO)
- CPOL Employee Portal (Army Portal)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Employees Flexible Spending Account (FSAFEDS)
- Field Advisory Services (FAS)
- Long Term Care Insurance (LTCI)
- myPay
- Office of Personnel Management (OPM)
- Social Security Administration (SSA)
- Thrift Savings Plan (TSP)

Done
Trusted sites
100%
Start
7:19 AM

DoD NOTICE AND CONSENT BANNER - Windows Internet Explorer
https://www.ebis.army.mil/
Live Search
File Edit View Favorites Tools Help
DoD NOTICE AND CONSENT BANNER
Page Tools

DoD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

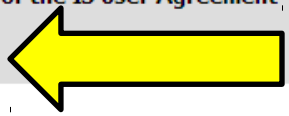
-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USGauthorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content ofprivileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I have read and consent to the terms of the IS User Agreement

I Agree



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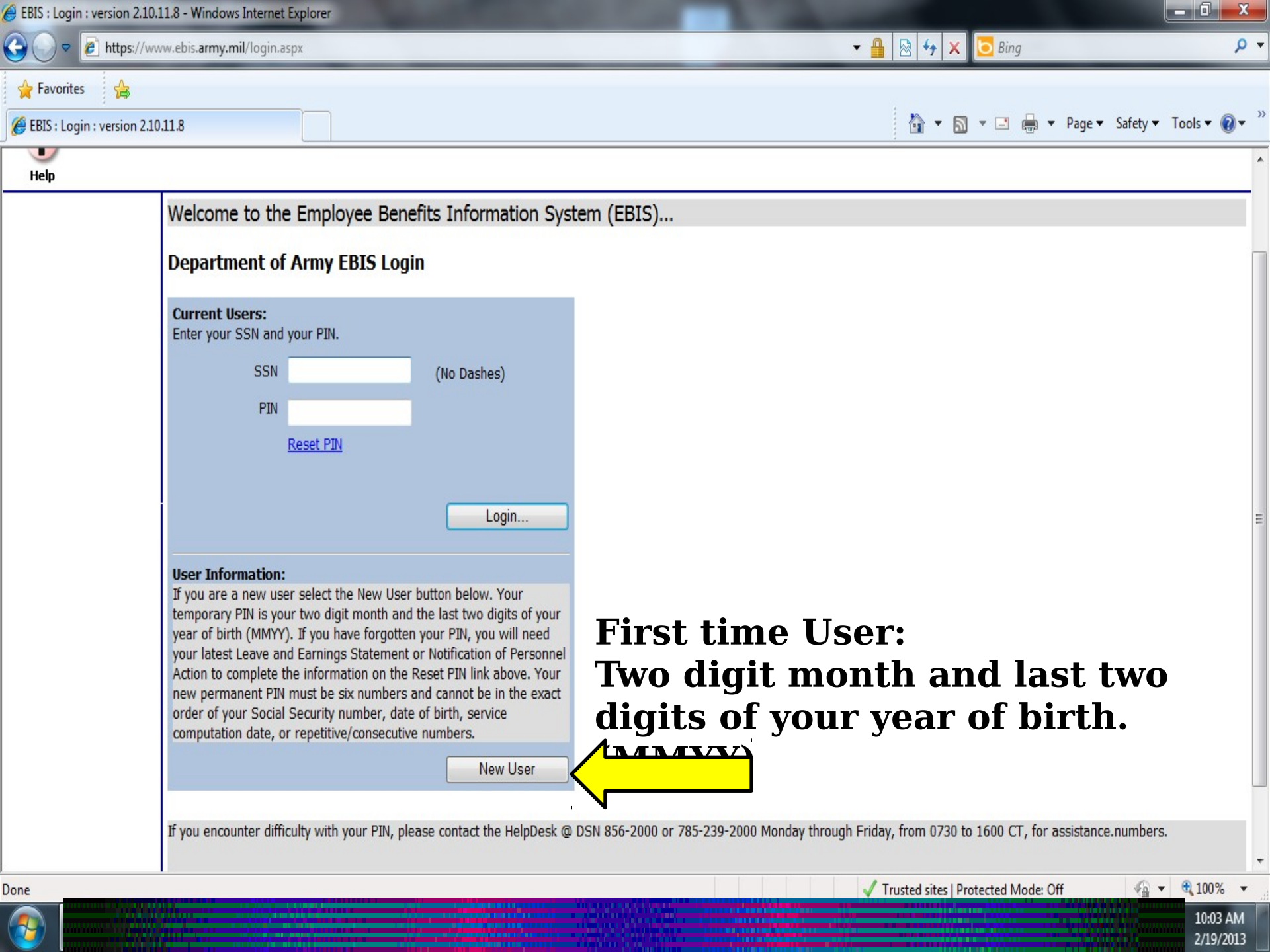
EBIS : Login : version 2.10.11.8 - Windows Internet Explorer
https://www.ebis.army.mil/login.aspx
Favorites
EBIS : Login : version 2.10.11.8
Page
Safety
Tools
Help
Welcome to the Employee Benefits Information System (EBIS)...
Department of Army EBIS Login
Current Users:
Enter your SSN and your PIN.
SSN
(No Dashes)
PIN
Reset PIN
Login...
User Information:
If you are a new user select the New User button below. Your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). If you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the Reset PIN link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.
New User
First time User:
Two digit month and last two digits of your year of birth.
(MMYY)
If you encounter difficulty with your PIN, please contact the HelpDesk @ DSN 856-2000 or 785-239-2000 Monday through Friday, from 0730 to 1600 CT, for assistance.numbers.
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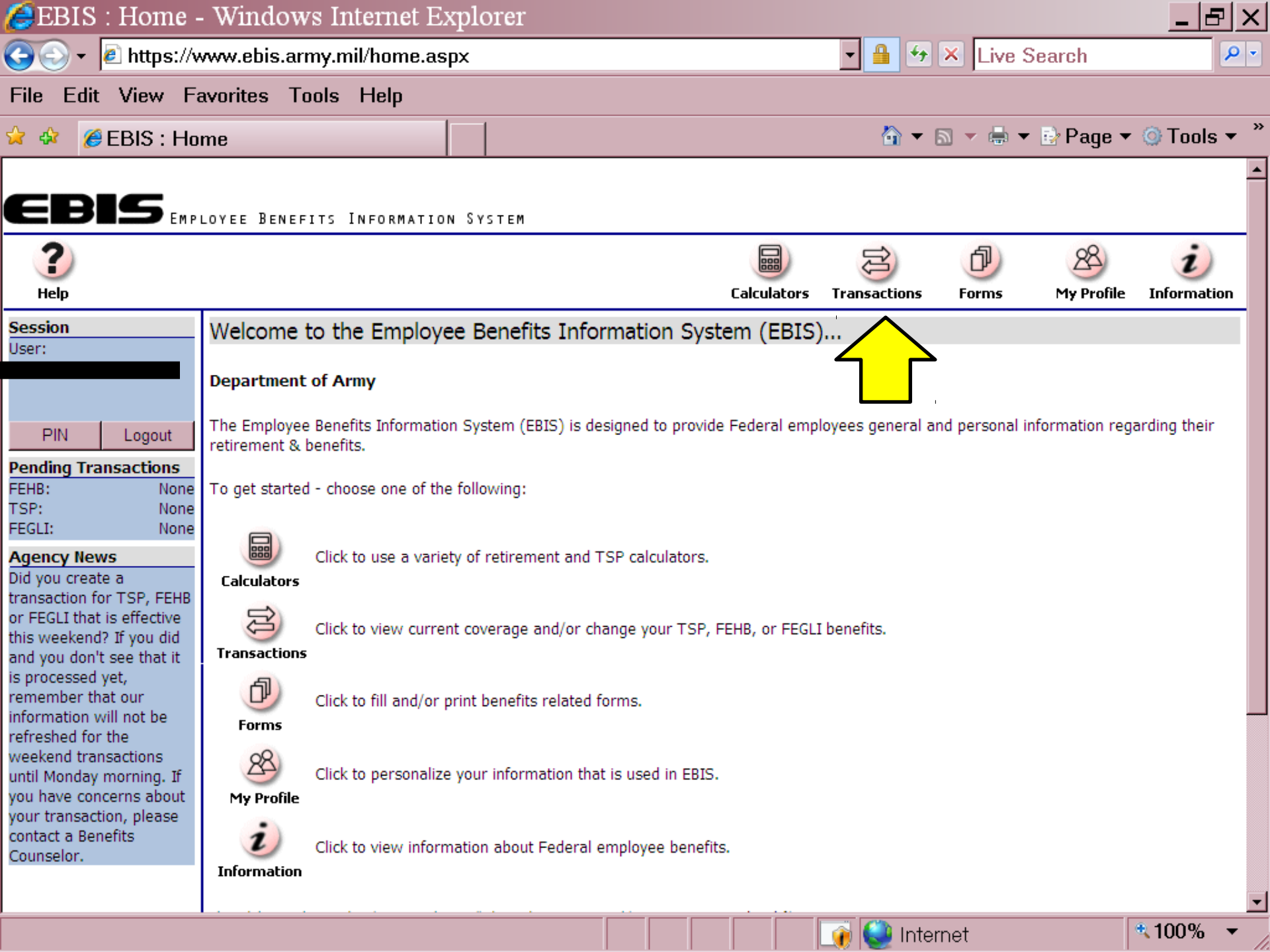
2/19/2013


EBIS : Home - Windows Internet Explorer
https://www.ebis.army.mil/home.aspx
Live Search
File Edit View Favorites Tools Help
EBIS : Home
Page Tools
EBIS
EMPLOYEE BENEFITS INFORMATION SYSTEM
Help
Calculators
Transactions
Forms
My Profile
Information
Session
User:
[redacted]
PIN
Logout
Pending Transactions
FEHB: None
TSP: None
FEGLI: None
Agency News
Did you create a transaction for TSP, FEHB or FEGLI that is effective this weekend? If you did and you don't see that it is processed yet, remember that our information will not be refreshed for the weekend transactions until Monday morning. If you have concerns about your transaction, please contact a Benefits Counselor.
Welcome to the Employee Benefits Information System (EBIS)...
Department of Army
The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding their retirement & benefits.
To get started - choose one of the following:
Calculators
Click to use a variety of retirement and TSP calculators.
Transactions
Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.
Forms
Click to fill and/or print benefits related forms.
My Profile
Click to personalize your information that is used in EBIS.
Information
Click to view information about Federal employee benefits.
Internet
100%

FEHB Current Coverage

You are currently not enrolled in FEHB.

Change

FEHB Pending Transaction

You have no pending transactions.

Void

TSP Current Coverage

You are currently contributing to TSP.

Retirement Plan	FERS
Contribution Amount	$0.00
Contribution Percent	5%

Change

TSP Pending Transaction

You have no pending transactions.

Void

FEGLI Current Coverage

All FEGLI amounts and costs are based on your age as of the pay period ending date: 08/19/2006.
Enrollment Code: C0

Coverage Type	Amount of Coverage	Cost Per Pay Period	Multiple Factor

FEGLI Pending Transaction

You have no pending transactions.
If you completed a FEGLI transaction that is effective today there will be no pending transaction.

Beneficiary Forms

Download forms from

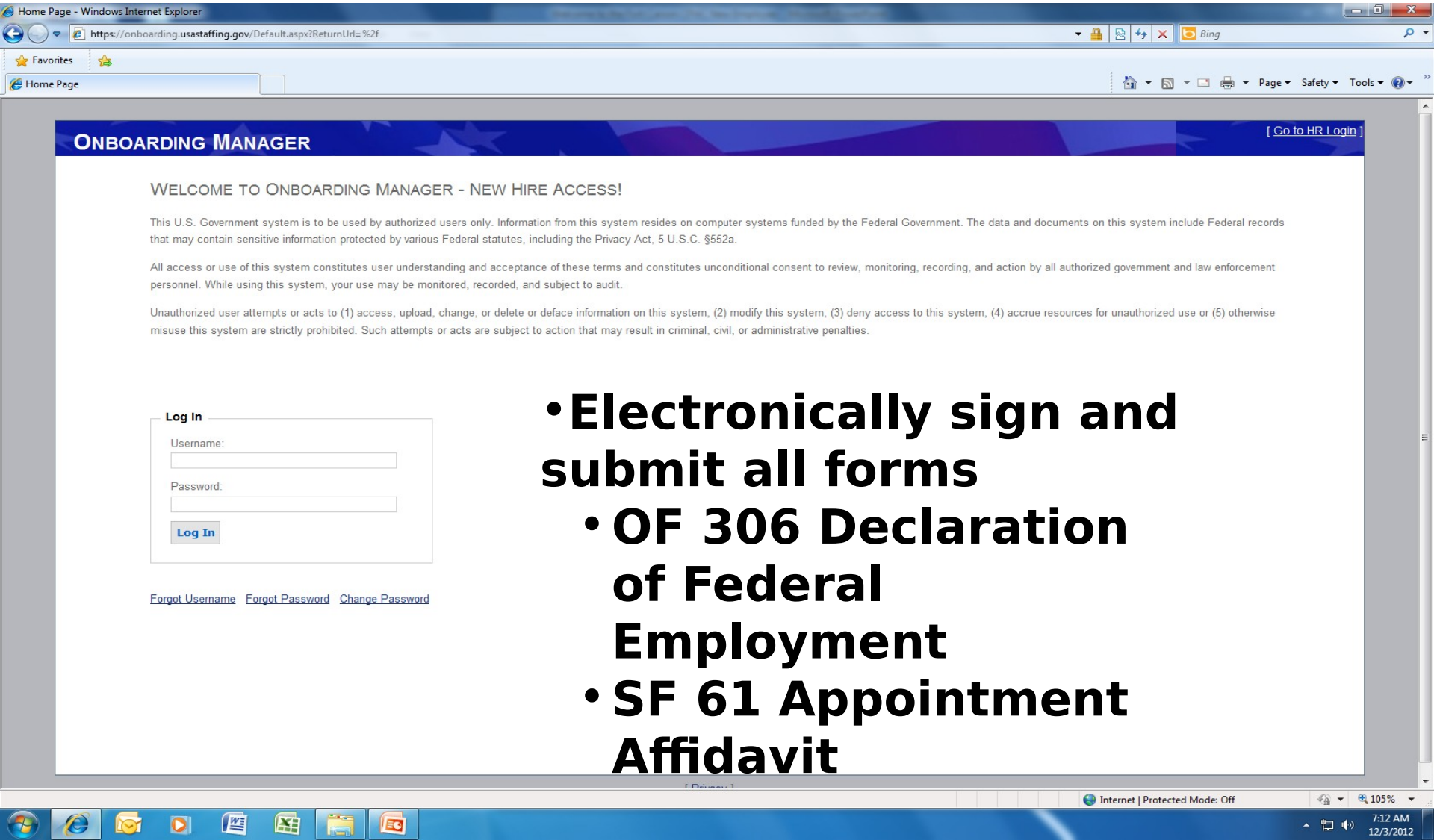
www.abc.army.mil

- **FEGLI (SF2823) Return to CPAC**
- **Unpaid Compensation (SF1152) Return to CPAC**
- **Retirement FERS (SF 3102) Return to CPAC**
- **TSP (TSP3) Mail Directly to Birmingham**

Important Timelines

- **Health Insurance - 60 days**
- **Life Insurance - 60 days**
- **Dental and Vision Insurance - 60 days**
- **Flexible Spending Account - 60 days**
- **Long Term Care Insurance - 60 days**
- **Thrift Saving Plan - anytime**

Onboarding


Home Page - Windows Internet Explorer
https://onboarding.usastaffing.gov/Default.aspx?ReturnUrl=%2f
Favorites
Home Page
Page
Safety
Tools
ONBOARDING MANAGER
[Go to HR Login]
WELCOME TO ONBOARDING MANAGER - NEW HIRE ACCESS!
This U.S. Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the Federal Government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. §552a.
All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring, recording, and action by all authorized government and law enforcement personnel. While using this system, your use may be monitored, recorded, and subject to audit.
Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.
Log In
Username:
Password:
Log In
Forgot Username
Forgot Password
Change Password
Internet | Protected Mode: Off
105%
7:12 AM
12/3/2012

- **Electronically sign and submit all forms**
  - **OF 306 Declaration of Federal Employment**
  - **SF 61 Appointment Affidavit**

Civilian Payroll

When and How do I get p

- **Direct Deposit Forms and W-**
- **Leave Transfer**

For up to date pay information and maintenance including.

Go to: https://mypay.dfas.mil.

- **Leave and Earnings Statements (LES)**
- **Allotments**
- **Address Changes**
- **Direct Deposit**
- **Tax Withholdings**

Questions